

I.	<u>Position Title:</u>	Office Aide - Law Dept. (Seasonal)	<u>Revision Date:</u>	8/02
			<u>EEO Code:</u>	Admin Support
			<u>Status:</u>	Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Deputy City Attorney; types and files various documents, receives and handles telephone calls and walk-in public, and performs other related clerical duties as a training experience which may last up to one year.

III. Essential Duties

- Answer and direct incoming phone calls and walk-in traffic.
- Organize and file various criminal, civil and litigation documents.
- Type various documents such as letters and memos using word processing software and typewriter.
- Prepare and send faxes.
- Make photocopies
- Sort and distribute office mail and faxes.
- Enter data into computer databases.
- Handle various, specially assigned activities as designated by the Deputy City Attorney.

IV. Marginal Duties

- May refer persons to other organizations and agencies for legal assistance.
- May maintain and order office supplies.
- Perform other duties as assigned.

V. Qualifications:

Education: Must have completed at least two years of high school with demonstrated competence in office related classes or training.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures, and equipment.

Responsibility for: Responsibility for the care, condition, and use of materials; putting hostile and upset people at ease and directing them to the proper person who can assist them; the professional handling of confidential documents and records.

Communication Skills: Must have excellent oral and written communication skills; regular contact with the public requiring tact and judgement; ability to professionally furnish and obtain information from other departments.

Tool, Machine, Equipment Operation: Type 35 wpm; requires regular use of a computer, printer, copier, fax machine, and telephone system; occasional use of a typewriter.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public, and work well under pressure.

Standards: Compliance with City Guidelines for Appropriate Conduct.

.VII. Working Conditions:

Mental effort is required daily. Moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of occasional reaching and stooping. Work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.